

Sandia National Laboratories/NM

☐ **Construction Contractor**
☐ **Service Contractor**

Deliver to MO-317 or Fax To: (505) 284-4087

☐ **Subcontractor**[illegible]

I hereby **certify** that the individuals listed above **have met the Form I-9 and 10-Hour OSHA training requirements**, and have received training on the FMOC's **Specification 01065 ES&H for Construction and Service Contractors** and on the **Prime Contractor's Contract-Specific Safety Plan** to our company's satisfaction. Training records are on file.

Date	Prime/Sub Contractor Company Name	Title of Company Officer	Signature
I authorize the above subcontractor's request for badges on this contract.			

Date	Prime Contractor Company Name	Title of Company Officer	Signature
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- (1) **Badge Request Type:** Enter **New-UNC** (issue uncleared badge), **L-File** (L clearance on file at SNL), **Q-File** (Q clearance on file at SNL), **New-UNCL** (issue uncleared badge pending L), **New-UNCQ** (issue uncleared badge pending Q), **Renew** (only to extend badge expiration-no change to clearance), **Clearance** (to initiate clearance only), **KMP** (Key Management Personnel, no badge required), or **Delete** (no longer with company). **Otherwise, leave blank if no action required.**
- (2) **OSHA 10-hour Training:** Enter **Y** (for Yes), **N** (for No), or **NA** (Only applies to construction personnel who will not perform or direct work on job site, such as Project Manager, Estimator, Key Management Personnel, or service contractors)
- (3) **01065 ES&H Specification Training:** Enter **Y** (for Yes), **N** (for No), or **NA** (Only applies to construction personnel who will not perform or direct work on job site, such as Project Manager, Estimator, Key Management Personnel, or service contractors)
- (4) **Prime Contractor Contract-Specific Safety Plan Training:** Enter **Y** (for Yes), **N** (for No), or **NA** (Only applies to construction personnel who will not perform or direct work on job site, such as Project Manager, Estimator, Key Management Personnel, or service contractors)
- (5) **Job Classification or Position:** Enter **Project Manager (PM)**, **superintendent**, **foreman**, **electrician**, **plumber**, **estimator**, etc.
- (6) **Clearance Requested (complete only if starting clearance request):** Enter **New-L** (start L clearance), **New-Q** (start Q clearance), or leave blank.

FACILITIES CONTRACTOR BADGE/CLEARANCE REQUEST FORM **INSTRUCTIONS**

I. BADGE/CLEARANCE REQUEST FORM

- A. Intent: This form is to be used to serve the following functions:
 - 1. Access List: List of contractor's employees that are badged/cleared (or requesting badging/clearance) under the identified contract number.
 - 2. Badge Request: *Badge Request Type* column is to be used to identify the type of action requested. ***This field must be updated each time the form is submitted to SNL.***
 - 3. Start Clearance Request: *Clearance Requested* column is to be used only when requesting a new clearance.
- B. Foreign Nationals: Badge requests for individuals who are **not** US citizens shall not be initiated using this form. Contact the SDR for information regarding FN Badge requests.
 - 1. Foreign National (FN) requests for work inside Limited Areas will not be processed.
 - 2. Allow **45 calendar days** for regular FN badge requests; 5 calendar Days for Generic Badge requests (working Mon-Fri only – NO weekends).
- C. Delays: To avoid delays in obtaining a badge:
 - 1. **Type all information** on the form.
 - 2. Employee Name: Type in following format (*Last Name, First Name Middle Initial*). If no middle initial, type *NMI* – do **not** leave blank.
 - 3. List only the employees that will perform work under this contract.
 - 4. Complete Badge Request Type column correctly (note: a blank indicates no action is required).
- D. Inquiries: Contact Amy LeVan at 845-3357, Adrienne Marquez at 844-5917, or the contract designated SDR.
- E. Satellite Badge Office (845-3563): You may contact directly to determine the status of your request if 7 business days have elapsed and you have NOT received a confirmation that the badge is ready.

II. RESPONSIBILITIES

- A. Prime Contractor is responsible for requesting badge requests for their employees, as well as their subcontractor(s)' employees for the designated contract.
- B. Prime Contractor and subcontractor shall complete and sign (**certify**) the Badge/Clearance Request Form for their respective employees.
- C. Prime Contractor is responsible for returning badges of individuals no longer working under this contract to the Badge Office. If the employee had an L or Q clearance, contact the Satellite Badge Office for a Security Termination Statement.

III. DEFINITIONS

- A. Badge Request Type:
 - 1. **New-UNC:** Issue an uncleared badge.
 - 2. **L-File:** L clearance is on file at SNL - issue L cleared badge.
 - 3. **Q-File:** Q clearance is on file at SNL - issue Q cleared badge.
 - 4. **New-UNCL:** Issue an uncleared badge pending L clearance.
 - 5. **New-UNCQ:** Issue an uncleared badge pending Q clearance.
 - 6. **Renew:** Renew existing badge to extend contract expiration date – not to be used to start clearance process
 - 7. **Clearance:** Start the clearance process, but do not issue an uncleared badge in the interim pending clearance.
 - 8. **KMP:** Key Management Personnel – does not require badge.
 - 9. **Delete:** If individual is to be removed from the access list and no longer requires badge.

NOTE: Prime Contract firm is responsible for returning badge to the MO317 Badge Office. If the individual has an L or Q clearance, a Security Termination Statement must be turned in within 48 hours of termination. Contact the Satellite Badge Office for the Security Termination Statement.

- 10. **Blank:** Leave this field BLANK if no action is required for this individual for this submittal. ***This field must be updated each time the form is submitted to SNL.***
- B. Clearance: Complete this column **ONLY** when starting a clearance request – otherwise leave blank.
 - 1. New-L or New-Q: Start L or Q clearance, respectively.
 - a. *Badge Request Type* should include *New-UNCL* or *New-UNCQ* if requesting an uncleared badge while L or Q clearance is pending, respectively.
 - b. *Badge Request Type* should include *Clearance* if do not want uncleared badge issued while L clearance is pending.

IV. ADDING ADDITIONAL ROWS TO THE FORM

- A. Go to *Tools*, and select the *Unprotect Document* option.
- B. Select an entire row on the list, and go to *Table*, select *Insert*, and then select either *Rows Above* or *Rows Below*.
- C. Enter the *F4* key (repeat) as often as you want to insert the desired number of rows.
- D. Go again to *Tools*, and select the *Protect Document* option. Choose *Forms* option without the password. This will revert the document back to a form document for ease of electronic input.